

  
D R A F T

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Report of the Inspector General on the Office of Personnel

REFERENCES: Memo fr DCI to DDS dtd 2 Feb 60 (DDS 60-0462), same subject,  
and the IG's Report (DDS 60-0082)

1. This memorandum is for your information and consideration in responding to the request of the Director of Central Intelligence for your comments regarding the Inspector General's survey of the Office of Personnel.

2. We were pleased at the generally favorable tone of the report and the recognition given to the accomplishments of recent years. We feel that the inspectors did an excellent job of pulling together a description of the varied activities of the office and indentifying their relationships. There are, perhaps inevitably, a few areas in which <sup>there</sup> ~~they~~ may have been some confusion or inaccuracy and we feel that not enough attention was paid to our current efforts in management development but we believe that the report would be a useful reference for anyone interested in finding out what is done in the Office of Personnel.

3. We are in general agreement with the recommendations made by the Inspector General and have in fact already taken steps to put some of these suggestions into effect. Our comments on the specific recommendations are attached.

4. The report on the Office of Personnel needs to be read in conjunction with the Inspector General's report on Career Service and our response to certain recommendations in the Office report must anticipate the outcome of the proposals made in that report. The most obvious and significant example of this is the recommendation for abolishing the personnel sections in the Area Divisions and transferring their functions to the Clandestine Services Personnel Division. We feel that the redefinition of the functions and

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and of the Clandestine Services Personnel Division responsibilities in personnel administration of the Area Divisions/will be considerably influenced by the mechanisms established to carry out the career development program proposed in the report on Career Service. We therefore believe that no final action should be taken on this particular recommendation until the Career Service report has been acted on. However, we do believe that there is a place for personnel specialists in the Area Divisions to assist operating supervisors in the day-to-day running of their business. These do not need to be personnel specialists in the placement field such as are needed to support career development activities but they do need to be well acquainted with the various personnel services and benefits and the administrative mechanics for accomplishing personnel actions. Some of these fields become highly technical, leave and retirement matters for example, and personnel generalists do usually rely on staff experts to settle fine points in their administration. On the other hand, we believe they can and do usefully provide more than a referral and paper routing service and that, indeed, if qualified personnel were not assigned to the Divisions to provide positive assistance in these fields, the central office would not be adequately staffed to fill the gap. We consider, too, that such assignments are valuable experiences in the development of our personnel professionals and particularly helpful in preparing them for assignment to overseas posts.

Gordon M. Stewart  
Director of Personnel

Attachment

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